

### **CREDITOR'S CERTIFICATION OF NON-PAYMENT**

This event may be used by creditors' attorneys when filing Certifications of Default, Certifications of Non-Payment, etc. subsequent to the entry of a Consent Order allowing the debtor to cure arrears.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Creditor's Certification of Non-Payment** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- STEP 7** If you have not been previously associated with the party in this case, you will be presented with a screen asking you to place a check in the box to create an association; click [NEXT]
- STEP 8** Upload PDF file and any attachments; click [NEXT]
- ☛ *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to the Certification.*
- STEP 9** 5-day objection deadline displays. Place a check in the box next to "**Refer to existing event(s)?**"
- ☛ *TIP - You must link this Certification to the Motion For Relief From Stay previously filed.*
- STEP 10** Place a check in the box next to the event to which your event relates; click [NEXT]
- STEP 11** Confirm case name and number; click [NEXT]
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**STEP 12**      Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛      *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Creditor's Certification of Non Payment (related document:[2] Motion for Relief from Stay re: 1990 Bronco filed by Creditor Ford Credit) filed by Attorney1 Trenton on behalf of Ford Credit. Objection deadline is 2/13/2003. (Trenton, Attorney1)**

**STEP 13**      **Notice of Electronic Filing** displays